

## **City of Leon Valley 2012 Bond Program Oversight Committee Meeting, May 22, 2014**

Chairman Pedro Esquivel called the meeting of the 2012 Bond Program Oversight committee to order at 5:30 P.M.

In addition to the Chairman, Committee members present included; Al Uvietta, Frank Zavala, Kathy Hill, Mike Davis, Olen Yarnell. John Cervantes was absent.

A quorum was present.

Councilman Abraham Diaz, City Manager Manuel Longoria Jr., Police Chief Randall Wallace, Public Works Director Melinda Moritz, and Fire Chief Luis Valdez were present.

### **Approval of Minutes**

Chairman Esquivel asked for approval of the minutes from the April 24<sup>th</sup>, 2014 meeting. Committee member Zavala advised that the following corrections be made; second paragraph, last sentence change "They only work OCO" to "The only work OCO", on page 2, second paragraph, change "he will be received reports", to "he will receive reports", on paragraph 3 of page 2, last sentence, change "been paid for the by the City of Leon Valley", to "been paid for by the City of Leon Valley", in the first paragraph of the Project update section, change from "Committee that there are meeting every", to "Committee that they are meeting every", in the second paragraph, in the first sentence change from "The City Manager advised that Committee", to "The City Manager advised the Committee", in the 3<sup>rd</sup> paragraph of the project update, third sentence, change "The Manager stated Bartlett Cocke", to "The Manger stated that Bartlett Cocke", in page 3, first paragraph, correct the spelling of "losing". These changes were made.

A motion by Kathy Hill was made to approve the minutes with these corrections, Olen Yarnell seconded the motion, all committee members in favor, no objections, and the minutes were approved with changes made.

### **Project Update**

Mr. Longoria reported that the contractor has experienced twelve rain days which has been more than anticipated, however steel and other materials have arrived ahead of schedule and therefore the weather has had little to no impact on the construction timeline.

Mr. Longoria reported that staff had been meeting regularly with the contractor to communicate and work through details and progress. Mr. Longoria reported that there has been some saving, and as an example explained that enough savings, an estimated \$38,000 had been identified that was needed for the monument sign in front of city hall, which was not in the original maximum price guarantee, and now is, due to some savings.



The City Manager reports good work from both the contractor and architect.

Pedro Esquivel asked about the monument sign on Bandera Rd. near Seneca, specifically about the sight line and drivers view to Seneca. The City Manager reported that the plan had been reviewed by TXdot throughout the process and it took 2 years to get the review and plans approved after an extensive review by their Engineers.

Mr. Frank Zavala asked about steel arriving early and how that reflected how materials were paid on schedule. Melinda Moritz explained that we receive pay applications periodically that explain what amount of work had been completed. Melinda explained that the pay application is detailed and shows exactly what the City is paying for. Melinda explained that the Contractor was currently on pay application #3. Mr. Longoria explained that the contractor is scheduled to pour the last section of the slab tomorrow, and they will be done with concrete work for the foundation after that pour.

### **Financial Report**

Mr. Longoria reported that we can report about 14% of the budget expended. He reported that we had some savings identified along the way, and that any savings identified works to address some of the construction cost not in the maximum price guarantee. The next item not included that we would like to address is the covered parking at the police department. As an example, Engineers had identified savings in the drainage in the grate along the front drive way, and non-tumbled stone that included a savings of \$10,000.

Mr. Esquivel asked what the Enterprise fund was.

Mr. Longoria explained that city staff works through billing and other management of water and sewer services as part of the Enterprise system, and the city is reimbursed for this service.

Mr. Longoria briefed the committee on the technology package. He stated that fixed and moveable equipment will be funded through the city operations budget. The City Manager explained that we will look to buy new furniture and equipment. Chief Valdez explained that the city received a donation of 10 Tempur-pedic mattresses from Louis Shanks furniture, which resulted in a savings of an estimated \$6,000.

Mr. Longoria explained that we have contracted with Elert and Associates consultants for the entire technology project. The cost includes infrastructure cabling for the entire project, network infrastructure, and wireless LAN, which totals to \$227,654.

Mr. Longoria explained that the new complex will have a wireless network available throughout. He stated that these are good enhancements for long term and that the consultant is working through value engineering to bring that number down.

Kathy Hill asked if there will be wireless service available for the public. Melinda Moritz explained that there will be 24/7 coverage throughout and even in the outside patio areas of the complex.

Mr. Esquivel asked Luis Valdez if we have monitors and communications throughout the training room to which Luis explained that there will be a large television, projectors, and screens for the entire room. Mr. Longoria explained that refers to the moveable equipment.



Mr. Longoria explained that the plan is to address this through operational and capital budget. Further explained that the work in the fire station should be coming in soon and the city is moving forward to awarding contracts for the whole complex.

Mr. Longoria stated that the city received a windfall from the Texas Comptroller's Office, from shortage of sales tax of \$116,000. Mr. Yarnell asked why we got that money.

Mr. Longoria explained that at times businesses under-report, and then gets audited by the Texas Comptroller's Office. The windfall is a result of that reported short fall.

Mr. Yarnell asked if we had the authority to audit businesses, and the City Manager explained that is a duty of the State Comptroller's Office.

Mr. Longoria reported that we renegotiated the CEID fund recently which resulted in an additional 1½ percent increase. That an additional percent would go towards general revenue, and ½ percent to go to replenish the fund and would be used for capital projects. \$32,459 is un-budgeted new money that has been received since January that may be used. Mr. Esquivel asked if the Police forfeiture fund can be used for anything besides law enforcement equipment. Mr. Longoria explained that in fact it is very specific and can only be used to support law enforcement, and it will be used for that in the new project. Mr. Longoria explained that the forfeiture fund could only be allocated according to the Police Chief. Mr. Yarnell asked what this money has been used for in the past, to which Chief Wallace explained that the fund is what has been used to buy police cars in the past. Mr. Yarnell asked what happens when the money is no longer there, and if the city would be able to buy police cars. Mr. Wallace explained that the department would be fine and not affected by the expense. Mr. Wallace expressed that the money is used to buy cars, equipment, guns, training, etc.

Mr. Davis asked about network infrastructure, specifically about the battery backup for the system. He explained his experience with using an inverter, battery backup, and generator, and that a good system can be able to be used for days. He asked about the length of time needed for battery backup. He recommended that the city look at the difference in cost between Cat5 and Cat6 because of the speed not being a noticeable difference. Melinda Moritz explained that she would take that into consideration moving forward and ask the consultant, and reminded the committee that they are in the process of value engineering.

Mr. Esquivel asked Chief Valdez how long the building systems operate in the event of a power failure. Chief Valdez explained that he did know for sure that number. Mr. Wallace explained that the system is natural gas, and as long as the battery backups are working properly, we would expect no interruption.

Mr. Longoria explained that we were continuously looking for savings, including challenging the consultant for value engineering.

Mr. Longoria explained that staff intends to propose a budget adjustment to city council to appropriate funds and approve contract for technology package. They will be contracted through the city and not through Bartlett Cocke and therefore be a savings.

Mr. Longoria explained that there will be some other expected savings, including audio



visual equipment. Many of these needs will be addressed through operating and capital budget that would not impact the construction budget. Mr. Valdez gave as an example some other funding options that included a \$5,300 grant for a Kawasaki Mule, \$2,000 grant from Intertek Automotive towards furnishings for the fire station and \$2,000 bunker gear dryers. The departments have worked to put a few things back a year to budget for the upcoming project.

Councilman Diaz asked what equipment needs have been deferred in order to make room for the budget in this project. Chief Valdez replied that we purchased several items last year in anticipation of the construction project, and really weren't lacking anything. City Manager stated that we purchased the ambulance last year, and reported that we were working through a grant process with the Texas Forest Service for a new brush truck. Chief Valdez explained that we were currently second on the list of eligible departments and would expect to move up to first in fiscal year 16 pending any changes to the state budget.

Mr. Yarnell asked if we had other options, Chief Valdez explained that another option would be to purchase a chassis and swap over the pump and tank from the existing brush truck. Chief Valdez explained that it would be smart to wait another year because we were high enough on the Texas Forest Service grant program list, and would move to the number 1 slot after Seguin was awarded their truck.

Mr. Longoria explained that the audio/visual system, paging system, and furniture systems were expected to be about \$150,000, and saving money on the brush truck or deferring other expenses until the following year would help manage the project moving forward.

Mr. Longoria explained that a staffing study was done that would showed that we were short 3 police officers and 2 to 3 firefighters, and that we would be phasing this staff in over time. Mr. Yarnell asked if there was enough space for that, and Chief Valdez explained that there were 10 dorm rooms and currently a staffing of 8 man shifts with almost always 1 or 2 off per shift.

Mr. Esquivel asked Chief Valdez how he based the size of our staffing. Chief explained that there really wasn't a formula, that it's based on the need, size, type and amount of calls and hazards, but that we respond and manage the calls and use our mutual aid just like other departments. Mr. Esquivel asked how more construction would impact our responses and Chief Valdez responded really no different, that the type of calls are intermittent, that we plan and prepare to make 2,000 calls a year and that more traffic doesn't necessarily mean more calls, that it may mean more minor accidents versus major accidents. Mr. Esquivel expressed his concern that more traffic would increase the need of the fire department, and Chief Valdez explained that he is currently keeping a close eye on response times and that for the last 12 months our response times were 4 minutes and 28 seconds, whereas San Antonio had a 12 minute response time. Mr. Esquivel again reiterated that more traffic could cause a delay and an increase in responses. Chief Valdez explained that we can't predict and that at times there are challenges moving through traffic, but more traffic doesn't necessarily equate to more responses.

Mr. Longoria explained that the furniture for the new fire department would be managed through the next year in November, December.

Mr. Zavala made a motion to adjourn meeting, Kathy Hill seconded the motion and all committee members in favor with no objections. Meeting adjourned at 1830 hours.

A handwritten signature in blue ink, appearing to read "Pedro Esquivel", is written over a horizontal line.

Pedro Esquivel, Committee Chairman